

DOD Civilian Employee Overseas Emergency Essential Position Agreement

There are two instances when a civilian employee should sign a DoD Civilian Employee Overseas Emergency Essential Position Agreement, DD Form 2365.

1. The first instance applies to a civilian employee who occupies a position that is designated as emergency essential (EE). In that case, the employee is required to sign the DD Form 2365 upon entrance-on-duty into the position. This requirement should be noted in the vacancy announcement when the position is advertised. The EE position in this instance is a civilian position located overseas or one that would be transferred overseas during a crisis situation. The position is critical to support the mobilization and wartime mission and is required to ensure the success of combat operations or to support combat essential systems subsequent to mobilization or an evacuation order. The position requires uninterrupted performance so immediate and continuing support can be provided for combat operations or to support maintenance and repair of combat essential systems. (DA PAM 690-47, paragraph 1-3) Thus, a person with military recall status (Ready Reserve, Standby Reserve, or military retire), who is subject to recall status should not be placed in an EE position unless the employee is removed from military recall status. (AR 690-11, Chapter 4-1b(4)).

2. The second instance includes all civilian employees who deploy to combat operations/crisis situations, even those in TDY status. Those employees are considered EE regardless of volunteer status or the signing of the EE position agreement. The employee will be in an EE status for the duration of the assignment. (DA PAM 690-47, paragraph 1-3) Supervisors should ensure that the employee signs the DoD Form 2365, prior to leaving the home station, and retain a copy at the District subsequent to the deployment of the individual.

The DoD Form 2365 is accessible at <http://www.dior.whs.mil/forms/DD2365.PDF> and may be printed from that location.